

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Finger Lakes Community College will ensure compliance with all laws, rules and regulations governing the use of copyrighted materials, including, without limitation, the United States Copyright Act of 1976 as amended, the Digital Millennium Copyright Act of 1998, and the TEACH Act of 2002. Departments and individuals acting within the scope of their authority as employees of the College, including faculty, may make "Fair Use" of materials as defined in this policy. However, permission may be required when using certain materials outside of a classroom setting. An online classroom that is password protected is not a classroom.

(s) Cop Policy Reason

The purpose of this policy is to ensure compliance by all Finger Lakes Community College departments and employees with federal laws, rules, and regulations governing the reproduction of copyrighted materials.

Applicability of Policy:

This policy applies to all employees of Finger Lakes Community College.

Definitions:

None

To obtain permissions: The Copyright Clearance Center: <http://www.copyright.com/> Meder Library has additional information on federal copyright law

Procedures:

Compliance

Enforcement of this policy begins with the executive leadership of the College; however, it is everyone's responsibility. To ensure compliance with this policy, Finger Lakes Community College will reproduce copyrighted material for faculty and staff provided the person requesting the duplicating does one of the following:

1. Certifies the requested reproduction by Finger Lakes Community College without liability (see attached Duplicating Request/Copyright Compliance Authorization Form); or
2. Provides written permission from the copyright holder (see attached sample for requesting permission).

All departments are responsible for posting the following notice on all devices, which may be used for the duplication of copyrighted material, e.g., departmental photocopiers, scanners, and video recorders: *Notice: The United States Copyright Law (Title 17 United States Code) governs the making of photocopies or other reproductions of*

